

First-Class Mail—Automation Letters and Cards

Related QSGs: 010, 012, 015, 810, 811, 900, 922, 923, 924

140

Quick Service
Guide

Eligibility Overview (E140)	Mailings of 500 or more addressed pieces, 100% delivery point barcoded (C840), sorted and marked as described below. All pieces must be automation-compatible (C810). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.		
Rates and Fees (R100)	Carrier Route (optional) <i>First ounce or fraction:</i> (Pieces weighing not more than 2 ozs.) \$0.230 (Pieces weighing more than 2 ozs.) 0.184 <i>Each additional ounce or fraction</i> 0.230 Card 0.140	3-Digit <i>First ounce or fraction:</i> (Pieces weighing not more than 2 ozs.) \$0.254 (Pieces weighing more than 2 ozs.) 0.208 <i>Each additional ounce or fraction</i> 0.230 Card 0.159	5-Digit (optional) <i>First ounce or fraction:</i> (Pieces weighing not more than 2 ozs.) \$0.238 (Pieces weighing more than 2 ozs.) 0.192 <i>Each additional ounce or fraction</i> 0.230 Card 0.143
		Basic <i>First ounce or fraction:</i> (Pieces weighing not more than 2 ozs.) \$0.261 (Pieces weighing more than 2 ozs.) 0.215 <i>Each additional ounce or fraction</i> 0.230 Card 0.166	
	Annual \$85.00 presort mailing fee (E110.4). Carrier route rates limited to 5-digit ZIP Codes identified in the City State File.		
Addressing (A800, A950)	Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses on all pieces updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i> SM , or the appropriate ancillary service endorsement under F010). Addresses matched using CASS/MASS-certified process within 6 months before mailing. Carrier route information updated using CASS-certified process within 90 days before mailing.		
Characteristics and Content (C810)	Maximum weight: 3.4383 ounces (pieces over 3 ounces must meet additional standards in C810.7.5). Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2). Dimensions: <ul style="list-style-type: none"> ■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>. ■ Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick. ■ Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick. All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.		
Deposit (D100)	Mailing entered at an acceptance point designated by USPS.		
Mail Preparation and Sortation (M810)	Marking on each piece: "Presorted," "First-Class," and "AUTO" (for Carrier Route rate pieces, "First-Class," "Presorted," and "AUTOOCR"). Pieces not claimed at an automation rate must not be marked "AUTO" or "AUTOOCR" unless single-piece postage is affixed or a corrective single-piece rate marking is applied under P100. Pieces do not require an "AUTO" marking if they bear a DPBC in the address block or on an insert visible through the window in the address block or lower right corner (M012). Documentation: <ul style="list-style-type: none"> ■ Postage statement: Form 3600-P (meter or precanceled stamp) or Form 3600-R (permit imprint), as applicable. ■ Address, barcode (A950), and CRIS accuracy (A930): Form 3553. ■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used). Barcoded tray labels required (M032). See reverse for tray label Line 2 information. Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF. 		
Postage and Payment Methods (P100)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.		
Special Services (S900)	See Quick Service Guide 900.		

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

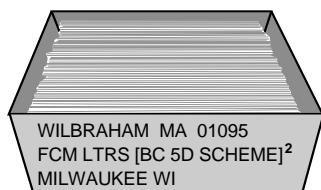
Traying Sequence

5-Digit/Scheme
(Optional)

Trays: At least 150 pieces to same 5-digit ZIP Code or 5-digit scheme destination; packaging not permitted; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination in City State File.

Rate: 5-Digit

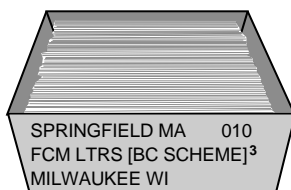


3-Digit/Scheme (Required)

Trays: At least 150 pieces to same 3-digit ZIP Code/scheme destination; packaging not permitted; only one overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Rate: 3-Digit or Basic¹



AADC (Required)

Trays: At least 150 pieces to same AADC; packaging not permitted; pieces within trays grouped by 3-digit/scheme destination; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1, use L801 for destination facility.

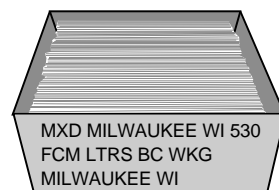
Rate: Basic

Mixed AADC
(Required)

Trays: All remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC tray; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin facility in L002, Column C.

Rate: Basic



¹Basic rate for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.

²Use "5D BC" on 5-digit trays; on optional 5-digit scheme trays, use "BC 5D SCHEME."

³Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Optional Carrier Route Preparation

At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted. Use an optional endorsement line or carrier route information line.

Carrier Route

Trays: Full trays only for pieces to same carrier route; packaging not permitted. Card-size pieces must be banded. Less-than-full trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate:
Carrier
Route



5-Digit Carrier Routes

Trays: 5-digit trays are required if enough mail for a full tray, optional otherwise, but preparation of content must be as described. After all full carrier route trays prepared, remaining carrier route pieces (10 or more per route) must be grouped (use separator cards in full trays and banding material in less-than-full trays) and placed in 5-digit carrier routes trays (no minimum number of pieces per tray).

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: Carrier Route

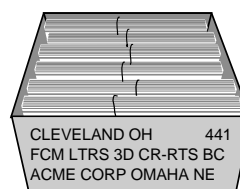


3-Digit Carrier Routes

Trays: Carrier route packages only; optional with minimum one 10-piece carrier route package for each of two or more 5-digit areas.

Barcoded Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A.

Rate: Carrier Route



Carrier route rates limited to 5-digit ZIP Codes identified in the City State File.

Packaging required in all mailings consisting entirely of postcard-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays.